

# WOW WORKFORCE DEVELOPMENT BOARD

## MEETING MINUTES

**Date:** December 5, 2019

**Location:** Waukesha County Administration Center  
515 W. Moreland Blvd, Room 255, Waukesha, WI 53188

**Members Present:** Jerry Baake, Bonnie Baerwald, John Bloor, Nate Butt, Tom Dieckelman, John Heyer, Lisa Geason-Bauer, Tom Hostad, Robert Jessel, Grace Kostroski, Sheree Larson, Laneice McGee, Tim Ploetz, Antwayne Robertson, Kathleen Schilling, Kurt Schmidt, Carole Witkowski

**Others Present:** Laura Catherman, Beth Norris, Danielle Igielski, Cindy Simons, Ron Swanson, Terri Phillips

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Ms. Geason-Bauer called the meeting to order at 7:34 am.

### Review and Approval of Meeting Minutes

Mr. Schmidt moved to approve the November 7, 2019 meeting minutes as presented. Ms. Witkowski seconded. The motion carried unanimously.

### Executive Report

Ms. Catherman reported on the following items:

- Unemployment rate and labor force data for the WOW area through September 2019;
- Workforce Innovation and Opportunity Act (WIOA) Title 1 Primary Indicators of Performance – Q1 FY2019-20; and
- WOW WIOA Title 1 Program Outcomes and Demographics – Q1 FY2019-20.

Ms. Catherman also provided updates on the regional one-stop operator pilot, Workforce Development Center relocation, and WIOA local planning process.

### Review and Approval of Financial Report

Ms. Igielski presented the WOWWDB Financial Report for Q1 FY2019-20. Ms. Igielski provided updates on expenditures for the quarter.

Mr. Schmidt moved to approve the WOWWDB Financial Report as presented. Mr. Ploetz seconded. The motion carried unanimously.

### Review and Approval of Fiscal Year 2019-2020 Budget Modification

Ms. Catherman provided an overview of the additional WIOA and Windows to Work funds totaling approximately \$22,000. The budget was modified to account for the additional funds in each grant.

Mr. Heyer moved to approve the fiscal year 2019-2020 budget modification. Ms. Baerwald. Seconded. The motion carried unanimously.

### Review and Approval of Subrecipient Risk Assessments and Monitoring Plans

Ms. Catherman provided an overview of the WOWWDB's responsibility of assessing the risk of noncompliance for all subrecipients who receive federal funds as well as developing a monitoring plan for each subrecipient based on their risk assessment. Ms. Catherman presented risk analyses and monitoring plans for the WOWWDB's WIOA Title I service provider and the WOWWDB's WIOA one-stop operator. The risk assessment looks at past performance with similar

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grants, results of past audits and monitorings, new personnel or substantially modified systems, and results from third party monitorings and audits. The monitoring plan is designed to build upon existing state and federal monitorings.

Ms. Witkowski made a motion to approve the risk assessments and monitoring plans. Mr. Heyer seconded. The motion carried unanimously.

### **Review and Approval of WIOA Local Policies**

At the December 6, 2018 board meeting, the board decided to review and streamline local WIOA policies in batches throughout 2019. Ms. Catherman provided an overview of the batch of four policies and recommended that one policy be archived due to it no longer being required or containing policy information that is now included in state WIOA policies, two policies be revised to add additional details, and one be created to modify the allowable youth assessment.

Ms. Schilling moved to approve the batch of policies to be archived, modified, and created. Mr. Heyer seconded. The motion carried unanimously.

### **Workforce System One-Stop Report**

Ms. Norris provided a high-level overview of current activities which included:

- Convening system leaders, business serving professionals, and supervisors on to ensure services are effective, leveraged, and directed to the vision of the board;
- Completion of required draft memoranda of understanding;
- Customer satisfaction and continuous improvement; and
- Complying with branding and equal opportunity requirements.

Ms. Norris shared that due to capacity amongst partners and the desire to be innovative, a virtual job fair concept will be piloted in spring of 2020.

### **Other Business**

There was no other business.

### **Strategic Planning Facilitation**

Ms. Phillips facilitated strategic planning activities which included reviewing key themes, identifying blocks and barriers, and developing a strategic framework. Ms. Phillips indicated that she would be working with Ms. Catherman on developing the operations and implementation plan.

The meeting adjourned at 10:05 am.

Respectfully submitted by:



Laura Catherman